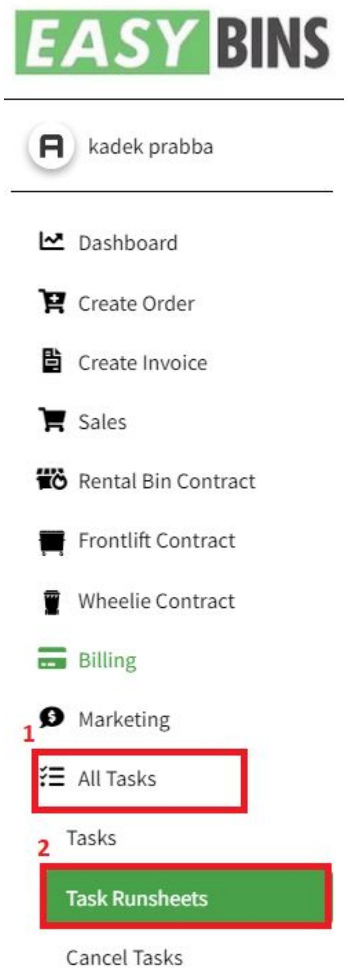
User Guide: Task Runsheet

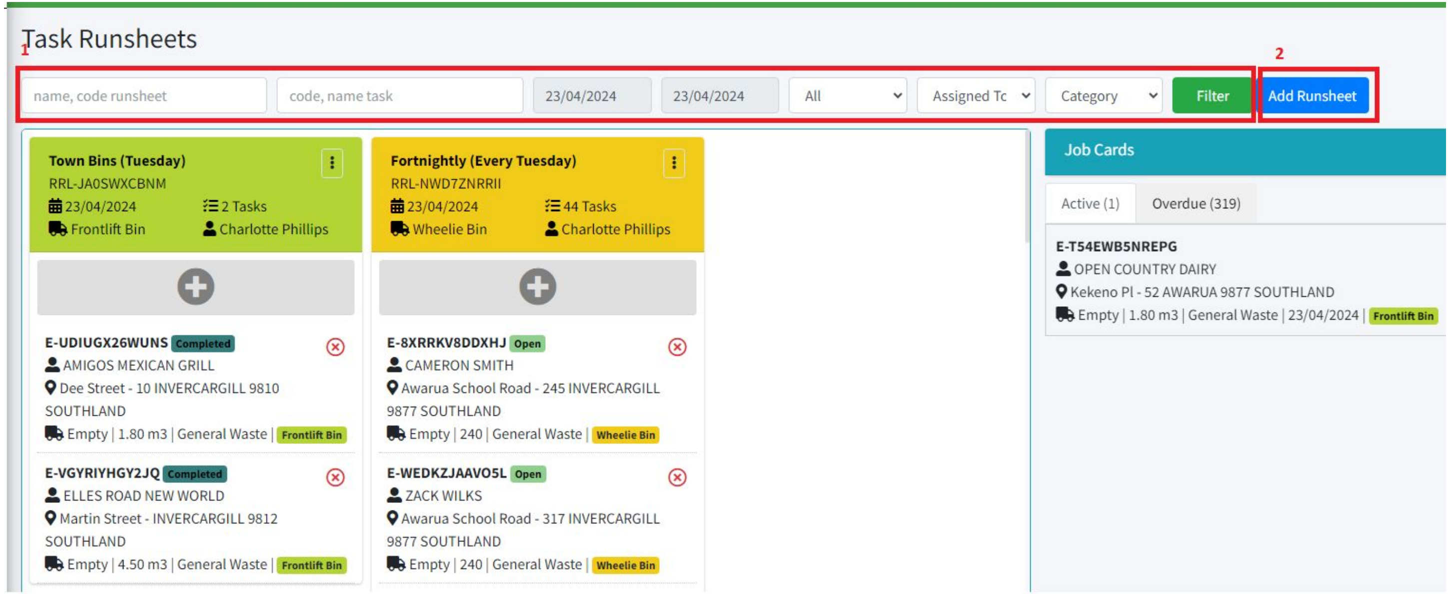
This guide provides instructions for navigating and managing tasks within the Task Run Sheet feature.



Step 1

Navigating to the Task Run Sheet:

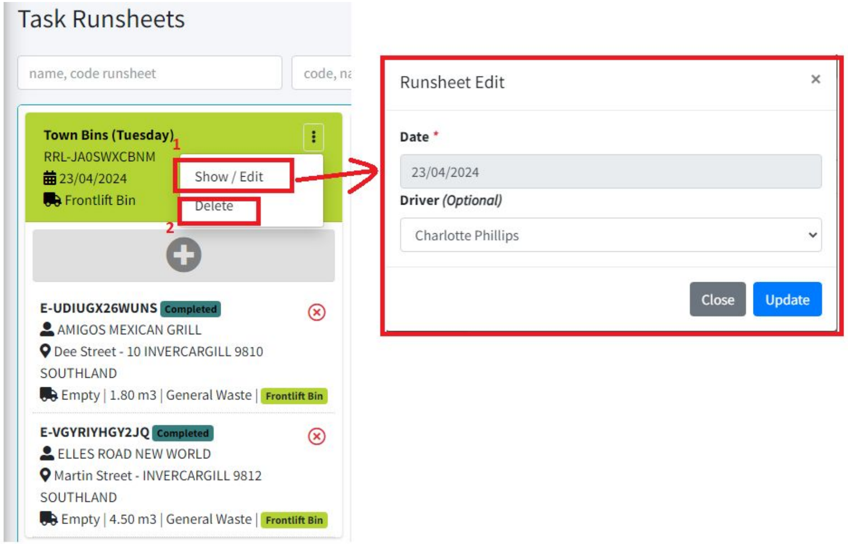
1. Click on "All Tasks".
2. Select "Task Run Sheets".



Step 2

Filtering Options:

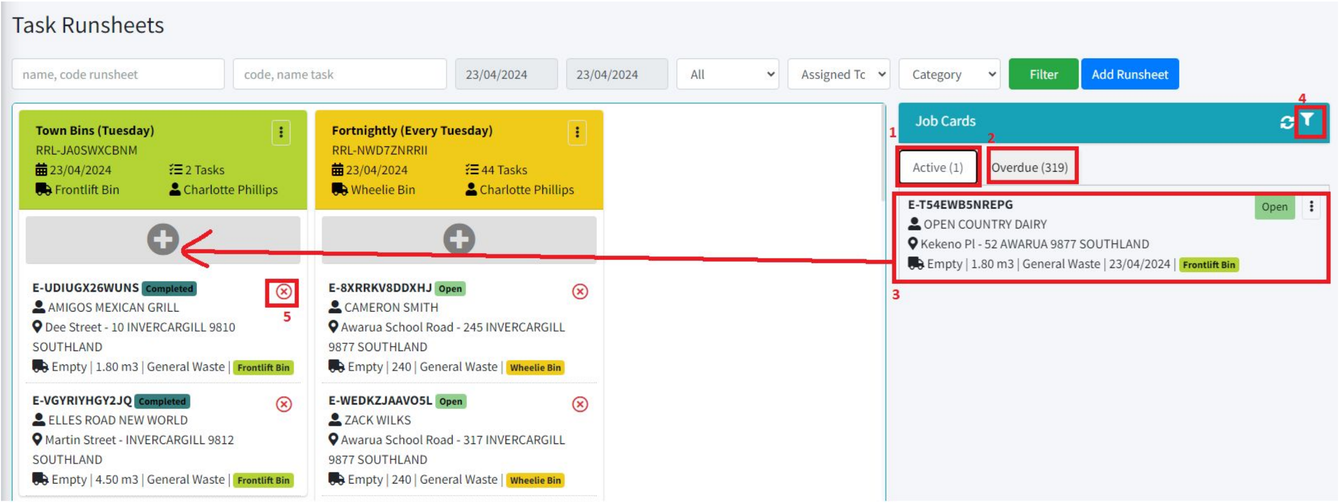
1. You can filter the run sheet by task name, date, waste type, driver, and bin type.
2. To add a new run sheet, click the "Add Runsheet" button. Note that this run sheet is ad hoc and not recurring.



Step 3

Editing and Deleting Run Sheets:

1. To edit a run sheet, click on the three dots icon and choose "Show/Edit". Here, you can modify the driver and task date.
2. To delete a run sheet, click on "Delete".



Step 4

Managing Tasks:

1. "Active" in the job card indicates tasks that do not have a run sheet group assigned.
2. "Overdue" in the job card signifies tasks that were not completed during the previous run.
3. You can move active or overdue jobs to the run sheet list by dragging them to the plus icon on the run sheet list.
4. You can filter and search customer tasks by clicking on the "Filter" icon.
5. To remove a task from your run sheet list, click on the "X" icon.